

RISK MANAGEMENT AUDIT 20XX
FOR CHURCHES IN THE US AND CANADA

Financial Management

	Yes	No	Don't Know	Comment
Are all signature authorities reviewed and updated at least annually and are all checks and other bank instructions signed by two signatories?				
Are at least two persons present during the counting of church offerings and are these persons rotated periodically?				
Are offerings promptly deposited in a church bank account?				
Are monthly bank statements reconciled with recorded income and expenses?				
Are monthly written financial reports provided promptly to Board members?				
Does the congregation approve your annual budget prior to the beginning of the new financial year?				
Does the Board keep to the budget approved by the congregation and is there a procedure in place for reporting exceptions?				
Do you comply with all donor restrictions on designated contributions?				

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Church Records

	Yes	No	Don't Know	Comment
Do you have a copy of your bylaws kept in a safe place outside of the church/pastor's office?				
Is your church incorporated?				
Have you filed all annual reports required by the State?				
Have all changes to your bylaws been approved by the Regional Elder?				
Do you have a records retention policy that specifies how long church records are to be kept?				
Are legal documents such as Board of Directors Meetings Minutes and Congregational Meeting Minutes kept readily available?				
Where do you maintain your important legal records such as deeds, rent agreements, etc.?	----- -	----- -		
Are Minutes and financial reports posted so that church members can view them?				

Copyright and Publications

	Yes	No	Don't Know	Comment
Do you have a license that allows you to reproduce music? (i.e., CCLI license)				
Do you include proper citations in your bulletin and other written materials when copyrighted materials are used?				

Board of Directors

	Yes	No	Don't Know	Comment
Do you adequately train new Board members?				
When was the most recent Board training?				
Do you provide ongoing training of Board members, including officers?				

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Employment (Paid and Volunteer)

	Yes	No	Don't Know	Comment
Does each Clergyperson (paid or volunteer) who is doing an active, authorized and accountable ministry in your church have a current employment contract/covenant?				
Do you have a sexual harassment policy?				
Have background checks been done on all persons (paid or volunteer) who are involved in children, youth or counseling ministries?				
Do you have personnel policies concerning the handling of employee records that address the privacy issues involved?				
Do you have personnel policies approved by the Board to promptly and thoroughly investigate allegations of misconduct by employees?				
Do you adequately orient new employees/ volunteers concerning employer policies and procedures?				
What ongoing training is provided by church employees/volunteers to help them perform their duties in light of changing national and local laws?				
Are all employees and volunteers supervised to reduce their risk of negligence and misconduct?				
Does the church issue the appropriate Internal Revenue Service income tax forms to all church staff and others who have been receiving financial compensation from the church during the previous year?				

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Insurance

	Yes	No	Don't Know	Comment
Do you provide Worker's Compensation Insurance for all paid staff?				
Do you have general liability insurance with minimum coverage of \$1 million and director's insurance? Please submit a copy of the declaration page indicating the amounts.				
Do you annually review your insurance policies and other possible coverage and is this documented in your Board of Directors' minutes?				
Do you have proper documentation of church assets?				
Do you contact your insurance agent as soon as a loss occurs or an allegation of negligence or misconduct is made?				
Do you comply with all conditions specified in your insurance policies?				
Who annually inspects your properties and grounds to identify risk areas that require correction?	----- -	----- -		